

27 October 1952

MEMORANDUM FOR: Deputy Director (Administration)
SUBJECT: Report of Activities - Week Ending 24 October 1952

1. CIA Regulations

a. A complete proposal establishing a system of regulations for CIA has been submitted for consideration. Tentative concurrences have been received from CAO/DDP and the Chief, O&M Service. If adopted, it has been proposed that the writer assume basic responsibility for the initial development and implementation of the system. The assistance of the staff of O&M would be available, and we have been informed that a Publications Control Officer is being processed for employment. At such time as this individual is sufficiently indoctrinated the responsibility for supervision of this function will revert to O&M Service.

25X1A 2. CIA Regulation [redacted]

25X1A a. Discussions with [redacted] and his assistant, [redacted], on
25X1A Thursday and Friday indicate that [redacted] may have radically altered
his views on the problem of planning the administrative requirements of
subsidy and proprietary projects. It is my understanding that it is now
proposed that the DDA assume full responsibility for the administrative
planning for such projects. [redacted] does not suggest how this planning
be accomplished by the DDA but only that the responsibility be placed with
the DDA.

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25X1A b. [redacted] also advised that he was going to eliminate from the
functions of CM those activities assumed by CM when the former Secretariat
of the Covert Coordination Committee was transferred to CM.

c. In view of the great confusion which exists regarding this prob-
lem, I make the following suggestion:

(1) That two or three representative Administrative Plans which
are believed to represent our true needs be carefully studied and
analyzed. We should determine what administrative and operational
responsibilities are involved, what specialized or technical competence
is required and what editorial and clerical assistance is necessary.

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(2) That the requirements as determined be used as the factual basis for determining a practical procedure and the specialized personnel facilities required to do the job.

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[REDACTED]
Special Assistant to the
Deputy Director (Admin.)

SA/DDM:EDB:mes (27 October 1952)

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